

Element Performance Inspection (EPI) Data Collection Tool

7.1.5 Chief Pilot (OP)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure the Certificate Holder's manual contains the qualifications, duties, responsibilities and the authority necessary so that the individual serving as the Chief Pilot (or equivalent) may discharge those duties in a manner that ensures the highest degree of safety in the Certificate Holder's operations.

Objective (FAA oversight responsibility):

- To determine if an individual is serving full time in the capacity of the Chief Pilot (or equivalent) that meets the Certificate Holder's qualifications for the position and performs those duties, responsibilities and exercises the authority in a manner that ensures the highest degree of safety in the Certificate Holder's operations.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 119.39(b)(3)
 - 119.65(a)(3)
 - 119.65(b)
 - 119.65(c)
 - 119.65(d)(1)
 - 119.65(d)(2)
 - 119.65(d)(2)(i)
 - 119.65(d)(2)(ii)
 - 119.65(d)(2)(iii)
 - 119.65(d)(2)(iv)
 - 119.65(d)(2)(v)
 - 119.65(d)(3)
 - 119.65(e)(1)
 - 119.65(e)(2)
 - 119.65(e)(3)
 - 119.67(b)
 - 119.67(b)(1)
 - 119.67(b)(2)
 - 121.135(a)(1)

121.135(b)(1)

121.135(b)(3)

A006 Management Personnel

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
- FAA Policy/Guidance:

EPI SECTION 1 – PERFORMANCE OBSERVABLES

Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Chief Pilot.

Tasks

To meet this objective, the inspector must accomplish the following tasks (at the inspection locations where applicable):

- 1 Review the information listed in the Supplemental Information Section of this data collection tool.
- 2 Review the policies, qualifications, duties, responsibilities and the authority granted to the Chief Pilot (or equivalent) contained in the Certificate Holder's manual.
- 3 Interview the individual serving as the Chief Pilot (or equivalent).

Questions

To meet this objective, the inspector must answer the following questions:

1 Were the following Performance Measures met:	
1.1 Is the Chief Pilot (or equivalent) position currently occupied by the individual identified in Operations Specifications paragraph A006? <i>Related performance JTIs:</i> <ul style="list-style-type: none"> • Check at the Certificate Holder's specified location (call or visit) to determine that they have had a full time Chief Pilot (or equivalent position), in accordance with the certificate holder's design. Sources: 119.65(a)(3); 121.135(b)(1) • Check at the Certificate Holder's specified location against information at the FAA location, that they have had the Chief Pilot listed by title on paragraph A006 of the operations specifications, and that the certificate holder has had the deviation, if applicable, for the Chief Pilot listed in Operations Specifications paragraph A005 and A006, in accordance with the Certificate Holder's design. Sources: 119.65(c); 121.135(b)(1) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2 Does the Chief Pilot (or equivalent) meet the qualifications as stated in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3 Does the Chief Pilot (or equivalent) satisfactorily fulfill the duties of the position, serving full time, without being burdened with additional job assignments? <i>Related performance JTIs:</i> <ul style="list-style-type: none"> • Check at the Certificate Holder's specific location that the certificate holder has had a list of each person authorized by it, to exercise operational control in its operator's manual, and does the responsibility of the Chief Pilot include all operational functions, in accordance with the Certificate Holder's design. Sources: 119.65(e)(1); 121.135(b)(1) • Check at the Certificate Holder's specified location that they have had the name and business address of the Chief Pilot listed in the General Operations Manual as required by regulation, in accordance with the Certificate Holder's design. Sources: 119.65(e)(2); 121.135(b)(1) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<ul style="list-style-type: none"> • Check at the Certificate Holder's specific location that the Chief Pilot is fulfilling the duties, responsibilities and authority in accordance with the Certificate Holder's design. <i>Sources: 119.65(e)(1); 121.135(b)(1)</i> • Check at the FAA location that the Chief Pilot was issued an airline transport pilot certificate with ratings for at least one of the airplanes used in the Certificate Holder's operation as required by regulation, in accordance with the Certificate Holder's design. <i>Sources: 119.67(b); 121.135(a)(1)</i> 	
2	Were the Certificate Holder's policies, contained in it's manual for the Chief Pilot (or equivalent) followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the Chief Pilot (or equivalent) controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Chief Pilot (or equivalent) comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</i>
1. Personnel.
2. Tools and Equipment.
3. Technical Data.
4. Procedures, policies or instructions or information.
5. Materials.
6. Facilities.
7. Controls.
8. Process Measures.
9. Interfaces.
10. Desired Outcome.
11. Other.

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Chief Pilot is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person that performs the duties and responsibilities of the Chief Pilot (or equivalent) position for the Certificate Holder.
- 2 Identify the person that exercises the authority of the Chief Pilot (or equivalent) position for the Certificate Holder.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6 below. Answer questions 2.1 & 2.2 below, and provide the name/title.

- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Evaluate the qualifications and work experience of the person(s) above (or resume, if appropriate).
- 5 Review the appropriate organizational chart.
- 6 Discuss the Chief Pilot (or equivalent) position with the person(s) serving in that capacity.

Questions

To meet this objective, the inspector will answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Chief Pilot (or equivalent) position:

2.1 Does the Certificate Holder have a clearly identifiable person performing the duties and responsibilities of the Chief Pilot (or equivalent) position full time?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.2 Does the Certificate Holder have a clearly identifiable person exercising the authority of the Chief Pilot (or equivalent) position full time?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.3 Does the individual serving as the Certificate Holder's full time Chief Pilot (or equivalent) acknowledge the duties and responsibilities of this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the individual serving as the Certificate Holder's full time Chief Pilot (or equivalent) acknowledge his/her duty to exercise the authority of this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<i>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu</i>	
1. Assignment of responsibility.	
2. Assignment of authority.	
3. Does not understand procedures, policies or instructions and information.	
4. Does not understand controls.	
5. Does not understand process measurements.	
6. Does not understand interfaces.	
7. Span of control.	
8. Position vacant.	
9. Other.	